

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

7010.6E

12/27/00

AIR TRAFFIC EVALUATION CREDENTIALS

SUBJ:

1. PURPOSE. This order provides basic standards for the issuance and use of the Federal Aviation Administration's (FAA) Air Traffic Evaluation Credential, FAA Form 701 O-Z. It should be used in conjunction with Order 1600.25, FAA Identification Media, Official Credentials, Passports, and Vehicle Identification Media, for the proper use of identification media and credentials.

2. DISTRIBUTION. This order is distributed to division level in Washington headquarters air traffic offices/services, the Office of Civil Aviation Security Operations (ACO); to the branch level in the Air Traffic Evaluations and Investigations Staff, **AAT-20**; to regional air traffic and civil aviation security divisions; and to the branch level at the FAA Logistics Center.

3. CANCELLATION. Order 7010.6D, Air Traffic Evaluation Credentials, dated April 20, 1998, is canceled.

4. EFFECTIVE DATE. This order is effective January 1, 2001.

5. EXPLANATION OF CHANGES.

a Revision of FAA Form 7010-2, Air Traffic Evaluation Credential. This form has been revised, eliminating the words "...or Free Transportation" from the statement on the form describing its use.

b. Cancellation of FAA Form 7000-5, Request For Access to Aircraft or Free Transportation. This form has been canceled and replaced with FAA Form 7010-4, Request for Access to Aircraft.

c. Cancellation of FAA Forms 7010-1, In-Flight/Preflight Evaluation and 7010-3, In-Flight Monitor Report. These forms have been canceled and replaced with the automated Flight Monitor Report 2000 (FMR2K).

6. FORMS.

a. FAA Form 7010-2, Air Traffic Evaluation Credential (Appendix 1). This serves as the identification for those employees having jump seat authorization for the purpose of assessing the effectiveness of the air traffic system and the quality of services being provided by air traffic

Distribution: A-W(TT/TP/TA/TX/CO)-2;
A-W(AT)-3; A-X(AT/CS)-2;
A-Y(DE)-3

Initiated By: **AAT- 100**

control facilities. The credential is issued upon completion and approval of DOT F 1681, Identification Card/Credential Application. FAA Form 7010-2 is an accountable form.

b. DOT F 1681, Identification Card/Credential Application (Appendix 2). This form serves as the application for FAA Form 7010-2. Once completed, this form is considered to be incorporated into the Privacy Act System of Records in accordance with provisions of Order 1280.1, Protecting Privacy of Information About Individuals, and must be afforded the protection mandated by that order.

c. FAA Form 7010-4, Request for Access to Aircraft (Appendix 3). This is a record and form booklet of jump seat flights taken by employees holding FAA Form 7010-2. It is an accountable form. Both copies of this form shall be completed when requesting jump seat authorization. Signature authority on this form is delegated to program director/RATD managers and MT-20 evaluators and investigators. The buff copy is presented to the airline operations office or the gate agent. The white copy is retained in the FAA offices' administrative files. The booklet cover shall be retained for 1 year after the date the last ticket was used, then destroyed.

7. FLIGHT MONITOR REPORT 2000 (FMR2K) . All credential holders shall complete this automated report form at the end of each flight where a credential was used. The software will produce a report for distribution. A users' guide has been developed and will be provided upon delivery of the software. Copies of the software and user's guide can be obtained from the Air Traffic Evaluations Division, AAT- 100.

8. PURPOSE OF CREDENTIAL. The purpose of the Air Traffic Evaluation Credential is to gain access to the jump seat, allowing the bearer to conduct in-flight evaluations of the air traffic system. The pilot has final authority to grant approval to use the jump seat. Use of the credential and FAA Form 7010-4 is highly visible and safeguards shall be taken to ensure the program is not abused. Except when associated with travel to and from a facility evaluation or an air traffic investigation, all trips shall be approved by the requesting employee's program director/RATD manager/AAT-20 manager. **UNDER NO CIRCUMSTANCES WILL THIS CREDENTIAL BE USED TO OBTAIN FREE TRANSPORTATION FOR PERSONAL GAIN.**

9. AUTHORIZED CREDENTIAL HOLDERS.

a. Headquarters Personnel. Those authorized to hold an Air Traffic Evaluation Credential are:

- (1) The Administrator and Deputy Administrator of the FAA.
- (2) The Director and Deputy Director of Air Traffic.
- (3) Air traffic program directors and division managers.

(4) **AAT-20** managers and specialists who are air traffic controllers and who evaluate the air traffic system and/or investigate accidents/incidents.

b. Regional Personnel. RATD managers and assistant managers, Quality Assurance Staff managers, and Quality Assurance Staff specialists (this includes quality assurance specialists assigned to the Operations Branch, **AAL-530**) are authorized to hold credentials.

c. Other. Any applicants other than the above shall be approved on a case-by-case basis by the Director of Air Traffic, **AAT-1**. In all cases, there shall be strict control on issuance and surrender of air traffic evaluation credentials.

10. PROCESSING THE CREDENTIAL APPLICATION.

a. Filing the Application.

(1) Applicants must complete and sign DOT F 168 1. The information must be typed or printed in ink. Record in the credential justification portion of the form the following: "To obtain a credential for access to the flight deck to evaluate the air traffic control system."

(2) The completed application and two recent passport size, color, full face photographs shall be sent to the Manager, **AAT-100**. All photographs shall be taken in business attire. Men shall not have beards.

b. Processing the Application.

(1) The Manager, **AAT-100**, will review and sign the applications and submit the credential to the certifying official, **AAT-1**, for signature.

(2) **AAT-100** will contact Washington headquarters applicants to pick up the certified credential. Regional applicants will receive the appropriate correspondence and credential by registered mail, return receipt requested. Upon receipt, the credentials shall be signed and laminated and the holder shall sign FAA Form 4650-1 1, Memorandum Receipt (appendix 4), and return it to **AAT-100**.

(3) **AAT-100** shall enter the new credential holder's name into the credential tracking system and prepare a monthly List of FAA Personnel Authorized Air Traffic Evaluation Credentials. Distribution shall be made to each **AAT-100** branch office, each regional air traffic division, and the Air Transport Association of America for distribution to each airline operations office by the first of each month. This list will include the name and office of each individual authorized a credential and the credential number.

11. ISSUANCE AND TRACKING OF FM FORM 7010-4.

- a.** The FAA Logistics Center will issue this form only to AAT-100. The logistics center shall keep a record of which forms were shipped and the date they were shipped.
- b.** AAT-100 is responsible for controlling, tracking, and distributing the form to appropriate air traffic offices at Washington headquarters and RATD's.
- c.** Air traffic headquarters offices with credential holders and RATD's shall designate a point of contact for receipt of FAA Form 70 1 O-4. Requests for forms shall be forwarded to AAT- 100. AAT-100 shall send the forms with FAA Form 4650- 12, Materiel Requisition/Issue Receipt, (appendix 5) via certified mail. The requesting office shall sign Form 4650-12 and return it to AAT-100.
- d.** Air traffic headquarters offices and RATD's shall track the issuance and use of these forms within their respective offices.
- e.** Completed FAA Form 7010-4 booklet covers shall be retained for 1 year **after** the date the last ticket is used, then destroyed.
- f.** Disposition of individual FAA **Form** 7010-4 shall be tracked in the **FMR2K** software. Each credential holder shall make an entry in the **FMR2K** software for each FAA Form 70 1 O-4 used including those that are voided or when the captain requests the credential holder be seated outside the cockpit.

12. RESPONSIBILITY AND ACCOUNTABILITY. The Air Traffic Evaluation Credential is issued by the FAA and remains the property of the DOT/FAA. It is issued for official purposes and identification only. Improper use, possession, counterfeiting, or alteration of the credential is subject to penalties under Title 18, United States Codes 499, 506, and 701, as well as **FAA** administrative and disciplinary actions. Specific responsibility and accountability are designated below.

a. Air Traffic Evaluations Division shall:

- (1) Procure, distribute, and account for Air Traffic Evaluation Credentials and FAA Form 7010-4.
- (2) Maintain a file of completed DOT Form 168 1, a numerical record of each credential issued including name and office of the holder, and destruction date.
- (3) Track each FAA Form 701 O-4 ticket as described in paragraph 11.
- (4) Maintain and distribute the **FMR2K** software.

b. Program Directors and RATD Managers shall:

(1) Be the only approving official for all travel involving use of the credential by members of their organization. Written justification and approval shall be completed prior to all trips.

(2) Ensure that they, and each employee issued a credential, have a copy of this order and fully understand their responsibilities and the procedures for the use of the credential and FAA Form 7010-4.

(3) Ensure that each credential holder is counseled on standards of ethical conduct and is advised that disciplinary action will be taken if credentials are used for personal gain.

(4) Establish in writing, the travel/internal office documentation criteria for use of the credential within their **office**. These criteria shall be in conformance with this order. Develop a detailed tracking system to monitor all credential and FAA Form 7010-4 use. Review all travel vouchers and required in-flight monitor reports produced as a result of credential use. Review all **FAA** Form 7010-4 booklet covers for tickets that are used in conjunction with a credential. Monitor all usage of credentials for possible trends of abuse. Ensure that each manager and employee issued a credential completes an **FMR2K** report at the end of each trip where credentials were used. A copy of the completed form shall be held by the traveler's office for 1 year after the completion of the trip, then destroyed.

(5) Report to **AAT-20** when they or one of their employees are no longer eligible to hold a credential (paragraph 14), and ensure that the specific credential is surrendered to **AAT-20**.

c. All Credential Holders shall:

(1) Read and sign the credential receipt, FAA Form 4650-1 1, indicating their acceptance of the evaluation credential and its obligations.

(2) Comply with the requirements stipulated in this order.

(3) Provide written justification to their program **director/RATD** for approval of any trips to be taken using the credential. **AAT-20** employees shall provide this justification for all trips except those related to the evaluation of air traffic facilities or the investigation of air traffic accidents, incidents, or operational errors/deviations.

(4) Ensure that all trips are taken on duty time.

(5) Follow the guidelines developed by his/her office governing the use of the credential and **FAA** Form 7010-4.

(6) Complete an **FMR2K** report at the end of each trip where credentials were used. If a problem, a questionable issue, or a commendable is identified, the completed form shall be sent to the involved facility (requesting applicable tapes be held), the **RATD**, and the appropriate **AAT-100** branch, within 10 calendar days of the date the evaluation was completed. (Send the report electronically if possible.) If the report only contains satisfactory items, no further action is necessary. Satisfactory items are forwarded to each branch monthly during the export process. Each branch can use the “**pre-Eval Summary**” button from the reports menu to view satisfactory reports before full or **followup** evaluations.

(7) Have the credential in their possession at all times while performing the duties associated with credential use.

(8) Surrender the credential in accordance with paragraph 14.

13. LOSS OR THEFT OF THE CREDENTIAL OR FAA FORM 7010-4. Personnel issued a credential and a FAA Form 7010-4 booklet shall exercise care in safeguarding against loss or theft. In the event that either should be lost or stolen, the following steps will be taken.

a. Notification. The employee shall notify **AAT-100** in writing within 48 hours of the detected theft or loss. The notification shall include all known circumstances surrounding the loss or theft and any subsequent actions taken or underway to locate or recover the credential. A copy of this notification shall be forwarded to the headquarters/regional security office.

b. Replacement of the credential or FAA Form 7010-4. A replacement credential may be issued after the written report is received by **AAT-100**. The employee must complete a new DOT F 1681. **AAT-100** shall annotate on the reverse side of the application that the reissuance is due to loss or theft. The employee shall again sign for receipt of the credential. The employee shall contact **his/her** distributing office for additional FAA Form 7010-4 forms.

c. Recovery. If the lost or stolen credential or booklet is recovered, it shall be immediately reported in writing to **AAT-100** with a copy to the headquarters/regional security office. If a replacement credential or FAA Form 7010-4 booklet has since been issued, the recovered credential/booklet shall be surrendered to **AAT-100**.

14. SURRENDER OF CREDENTIAL OR FM FORM 7010-4. The Air Traffic Evaluation Credential and FAA Form 7010-4 booklets shall be surrendered to the issuing office when an employee transfers to a position for which a credential is not authorized, terminates his/her employment with the FAA, or is found to have abused the use of the credential. Credentials

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recovered **from** these employees shall be forwarded to UT-100 for destruction and annotation of the tracking record. Air traffic headquarters offices and **RATD's** shall annotate the return of issued FAA Form 701 O-4 booklets/tickets.

Maureen Woods

for

Ronald E. Morgan
Director of Air Traffic

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Appendix 1

APPENDIX 1. AIR TRAFFIC EVALUATION CREDENTIAL

UNITED STATES OF AMERICA
Department of Transportation
Federal Aviation Administration

AIR TRAFFIC EVALUATION CREDENTIAL

Whose signature and photograph appear
hereon is a duly assigned and
AIR TRAFFIC EVALUATOR

Assigned to the duty of air traffic service. This
evaluator is authorized to enter the flight deck of an
airplane at the discretion of the pilot in command in accordance with
PART 121 of the Federal Aviation Regulations for the purpose of
evaluation of the air traffic service.

John L. Smith
Director for Air Traffic

AMPLIFIED

James M. De
EVALUATOR'S SIGNATURE

No. 2000

FM FORM 7010-Z (8-00)

Department of Transportation
Federal Aviation Administration
800 Independence Ave. S.W.
Washington, D.C. 20591

Official Business
Penalty for Private Use \$300

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO 12438 WASHINGTON, D.C.
POSTAGE WILL BE PAID BY FEDERAL AVIATION ADMINISTRATION

Director of Air Traffic
FEDERAL AVIATION ADMINISTRATION
WASHINGTON, DC 20591

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

IF FOUND — Drop in any U.S. Mailbox, as unauthorized possession
or use make offender liable to severe penalties. Title 18, U.S. C. Sec. 499

APPENDIX 2. IDENTIFICATION CARD/CREDENTIAL APPLICATION

IDENTIFICATION CARD/CREDENTIAL APPLICATION-PRIVACY ACT

The information on this form is requested under the authority of Titles 5 and 49, USC; Title 32, CFR; Title 40, USC 488c; and Executive Order 9397.

SUBMISSION OF ALL INFORMATION ON THIS FORM IS MANDATORY.

The purpose is to provide a ready concentration of employee personal data to **facilitate** issuance, accountability, and recovery of required identification/credential card(s) which are issued to employees and contractors.

This information provided will be used to issue such identification/credential card(s) as may be required to enable the employee or contractor to properly conduct assigned duties.

Providing your Social Security Number (SSN) on this form is mandatory. The information is needed to comply with E.O. 9397, which states that Federal agencies are to use the SSN to keep agency files accurate. The SSN will ensure that the information collected about you is not confused with that of others having the same or a similar name.

Your SSN does not appear on the DOT identification card.

Failure to furnish all of the information requested on this form may result in: (1) the denial of the identification media for which you are applying; (2) your inability to be identified properly; and, (3) your inability to perform all aspects of your assigned official duties.

"See Prefatory Statement of DOT General Routine Uses."

TEAR OFF
BEFORE USE

DOTF1681

SUPPLEMENTAL
INFORMATION

DOE, JANE M.		<p>INSTRUCTIONS TO EMPLOYEE MPE ALL ENTRIES THIS FORM MAY BE USED TO APPLY FOR MORE THAN ONE ITEM</p> <p>(PHOTO)</p>	DOT COMP	EXPIRATION DATE
NAME (Last First, MI)			TITLE/GRADE	
SOCIAL SECURITY NUMBER			ATCS	
- - 89			OFFICE/SERVICE/REGION/CENTER	
DATE OF BIRTH (Mo., Day, Yr.)			FAA/AAT-20	
SEX	M		OFFICIAL STATION	
09/01/49	X X		WASHINGTON HQ	
HEIGHT	WEIGHT		DATE OF APPLICATION	
5 ft 4"	120 lbs	5/05/00		
COLOR HAIR	COLOR EYES			
BR	BR			
CREDENTIAL JUSTIFICATION				

TO OBTAIN A CREDENTIAL FOR ACCESS TO THE FLIGHT
DECK TO EVALUATE AIR TRAFFIC CONTROL FACILITIES.

SIGNATURE OF APPLICANT	AUTHORIZING OFFICIAL (Signature, Title, Routing Symbol)
Jane M. Doe	James A. Smith
	MGR., AT EVALUATIONS, AAT-100
DOT F 1681 (10-94)	IDENTIFICATION CARD/CREDENTIAL APPLICATION

APPENDIX 3. REQUEST FOR ACCESS TO AIRCRAFT

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

REQUEST FOR ACCESS TO AIRCRAFT

COMMERCIAL OPERATOR OR AIR TAXI OPERATOR

REQUEST NUMBER

00000001 TO 00000010

This is An Accountable Form.

FAA Form 7010-4 (8-00) Replaces FAA Form 7000-5 (1-82)

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION REQUEST FOR ACCESS TO AIRCRAFT			REQUEST NUMBER 000001	
Pursuant to the regulations of the Federal Aviation Administration access to aircraft is requested for the person herein named.			EVALUATOR'S NAME (Print) <i>James M. Doe</i>	
NAME OF OPERATOR <i>XXX</i>			EVALUATOR'S TITLE <i>ATCS</i>	
DATE <i>11/6/00</i>	TIME <i>1330</i>	FLIGHT NUMBER <i>1234</i>	HEADQUARTERS (City and State) <i>Washington DC</i>	
FROM <i>DCA</i>		TO <i>DFW</i>	CREDENTIAL NUMBER <i>XXXX</i>	
PURPOSE EN ROUTE EVALUATION OF THE AIR TRAFFIC SERVICE			EVALUATOR'S SIGNATURE <i>James M. Doe</i>	
FAA Form 7010-4 (3-00) Replaces FAA Form 7000-4 (1-82)				

[illegible]

APPENDIX 4. MEMORANDUM RECEIPT

MEMORANDUM RECEIPT		INSTRUCTIONS: SIGN AND RETURN TWO COPIES TO	M/R Number
			Date
Delivered to	Name Jane M. Doe	Division or Branch AAT-20	Location Washington DC
Received From	William R. Jones, AAT-20		
Authorization			
<p>Statement of Responsibility:</p> <p>I have received the item(s) listed below and accept personal responsibility for the property. As an employee of the Government to whom public property has been entrusted, I clearly understand that (1) I am responsible for the proper custody, care, and safeguarding of the property whether in use or in storage; (2) I am authorized to use the property for official purposes only; (3) I will either return the property to the issuing officer when no longer required for the purpose intended, upon demand, transfer, or separation from the Government; (4) I am responsible for making good the loss or destruction of or damage to the property and may be held financially liable unless I can show to the satisfaction of the Survey Officer by 'Report of Survey, FM Form 4630-8' setting forth the circumstances of the case, that the loss, damage, or destruction of the property was not occasioned by any fault, abuse, or neglect of mine.</p>			
QUAN	ARTICLE AND SERIAL NUMBER	PROPERTY ID OR SERIAL NO	NEW OR FAIR VAL
	<p>I acknowledge receipt of and accept possession of Air Traffic Evaluation Credential No. XXXX. I agree to use this credential only for the purposes for which it is authorized. When requested by the Air Traffic Evaluations and Investigations Staff, AAT-20, or when leaving a covered position, I agree to surrender this credential to AAT-20.</p> <p>I certify that I have received and understand Order 7010.6, Air Traffic Evaluation Credential. I have also received an ethics briefing on the proper use of the Evaluation Credential and will comply with all aspects of the program.</p>		
<p>SIGNATURE OF USER DATE OF ISSUE SIGNATURE OF ISSUING OFFICER DATE RETURNED</p>			

FAA Form 4650-11 (11-91)

APPENDIX 5. MATERIEL REQUISITION/ISSUE RECEIPT

[illegible]

